

Vehicle for Hire Requirements

DRIVER'S PERMIT/AUTOMOBILE PERMITS: For an appointment contact the Finance Department at 678-382-6700.

Vehicle for Hire Company (Occupation Tax Certificate):

\$135.00 Fee (Minimum) – includes up to \$20,000 in gross receipts and 1 employee

\$.00054 per \$1,000 in excess of \$20,000

\$10.00 per employee over 1

- An operating terminus **MUST** be in the City of Dunwoody area.
- Must provide a lease for (commercial use only).
- Commercial telephone bill in Company's name.
- List of all drivers and their addresses – include Driver's license number and date of birth.
- Must maintain off-street parking lot capable of accommodating all company vehicles.
- Posses a valid six (6) month auto insurance policy.

*****This Tax Certificate is only good through December 31st of each year*****

Vehicle for Driver's Permit:

\$100.00 Fee (Per Driver)

- A valid Georgia Driver's license and **COPY**.
- Driver must obtain and submit a copy of their driver's history from the DMV before a permit can be issued.
- **NO DRIVER'S PERMIT** will be issued if the driver within the past (5) five years has been convicted or has pled guilty or *nolo contendere* to any sexual offense or to the offense of Driving Under the Influence of drugs and/or alcohol, or to any Open Container violations, or to any offense involving or receiving the stolen property, violence, or the violation of a spirituous, vinous, or malt beverage statute, or if the driver has been convicted of an offense of causing death by vehicle.
- **No driver** can be issued a permit, if the driver has received three (3) or more moving violations in the preceding twelve (12) month period.
- Driver's Permits must be obtained by the City of Dunwoody Police Department or its designee.

*****This Permit is from July 1st through June 30th of the following year*****

Vehicle for Hire Automobile Permits:

\$350.00 Fee (Per Automobile)

- Each vehicle must have an insurance policy showing a minimum amount of coverage
 - \$50,000 bodily injury each person
 - \$50,000 bodily injury each accident
 - \$25,000 liability – property damage
- Each insurance policy must contain name of vehicle for Hire Company, vehicle for hire driver's name, VIN #, year, make and model.
- Each vehicle must have a safety inspection for each car from any ASE certified garage, every 90 days. Dates to file inspection are October, January, and April (by the end of these months) with this office.
- A dome light must be on top of all cars.
- Cars cannot be more than six (6) years old. Example: For the year 2009 – 2003
- A copy of each car's registration must be submitted.
- Taxi meter will be inspected – must have a seal – if no seal – no permit.
- Any additional equipment to be used must be registered with the City of Dunwoody.

*****Must produce proof of taximeter inspection and calibration*****

- Permanent signage must accompany all cars.

*****This permit is from July 1st through June 30th of the following year*****

Vehicle for Hire Packet

Company Name: _____

Occupation Tax Certificate Checklist:

- ✓ Occupation Tax Application
- ✓ SAVE Affidavit
- ✓ E-Verify Affidavit
- ✓ Taxicab Acknowledgement of Ordinance
- ✓ Background Check Consent Form for each Driver & Owner of the Company

Vehicle for Hire Permit Checklist:

- ✓ Taxi Permit Application (needed for each driver)
- ✓ Application for each Driver (needed for each driver)
- ✓ Application for each Vehicle for Hire (needed for each vehicle)
- ✓ Meter Calibration Affidavit (needed for each vehicle)
- ✓ Vehicle for Hire Inspection Form (needed for each vehicle)
- ✓ Vehicle for Hire Checklist (needed for each vehicle)
- ✓ Copy of lease for business location
- ✓ Commercial telephone bill in Company's name
- ✓ Copy of valid auto insurance policy
 - (1) For bodily injury to each person, \$50,000.00;
 - (2) For bodily injury to all persons sustained in any one accident, \$50,000.00; and
 - (3) For property damage and liability for baggage of passengers, \$25,000.00.
 - The policy shall be conditioned to protect the public against injury or damage proximately caused by the negligence of the holder of such permit. Additional drivers or new drivers hired after issuance of the occupation tax certificate shall be covered by a rider to the policy prior to the issuance of a driver's permit.
- ✓ List of all Driver's and their addresses, date of birth and copy of Georgia driver's license
- ✓ Copy of each Driver's history form the DMV
- ✓ Copy of safety inspection for each car from an ASE certified garage (due every 90 days by the end of the month in October, January and April)
- ✓ Copy of each vehicle's registration
- ✓ Proof of taximeter inspection and calibration
- ✓ Appointment for Taxi Decal with the Police Department (All paperwork & background checks must be submitted to Finance Department)
 - Contact Katherine Tate at 678.382.6918 or by email at Katharine.tate@dunwoodyga.gov

PLEASE MAKE COPIES OF THE FORMS AS NEEDED



Vehicle for Hire Permit Application

Driver Information

Job Applying For: _____

Last Name: _____ First Name: _____ Middle Name: _____

Alias/Stage Name: _____

Home Address: _____

Home Telephone: _____ Cell/Mobile Number: _____

Email: _____

Date of Birth: _____ Place of Birth-City/State: _____

Driver's License #: _____ DL State: _____ Social Security #: _____

Hair Color: _____ Eye Color: _____ Race: _____

Sex: _____ Height: _____ Weight: _____

Business Information

Business Name: _____

Business Address: _____

Supervisor: _____ Supervisor Telephone: _____

Emergency Contact: _____ Emergency Contact Telephone: _____

This application must be executed under oath and notarized. I, _____, do solemnly swear that the information on this application is true, correct to the best of the applicant's knowledge, training, and ability, and that no false or misleading statement is made herein to obtain a taxicab permit. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of my taxicab permit issued as a result of this application. I understand that I must comply with all city ordinances and regulations. I hereby agree to provide clearance(s) and/or inspection report(s) required prior to issuance of a taxicab permit. All taxicab permits expire June 30th and must be renewed annually.

Signature: _____ Printed Name: _____ Date: _____

Sworn to and subscribed before me this _____ day of _____, 20 _____.

Notary Public Signature/Seal: _____



Application for Driver

Business Information

Business Name: _____

Business Address: _____

Business Mailing Address: _____

Business Telephone: _____

Driver Information

Driver Name: _____ Home Telephone: _____

Home Address: _____

Driver's License #: _____ Social Security #: _____ Date of Birth: _____

Email: _____

Did you work for this company last year? Yes No

If no, did you work for a Vehicle for Hire Company last year? Yes No

If yes, which one? _____

Any Comments? _____

Driver Signature: _____ Printed Name: _____

Date: _____



Application for Vehicle for Hire

Account #: _____

Business Information

Business Name: _____

Business Address: _____

Business Mailing Address: _____

Business Telephone: _____

Vehicle Information

Cab #: _____ Cab Owner: _____

Year: _____ Make: _____ Model: _____

Color: _____ VIN #: _____

Safety Inspection? Yes No

All Insurance Correct? Yes No

Driver for this Vehicle: _____

Signature: _____ Printed Name: _____

Position: _____ Date: _____



Meter Calibration Affidavit

Vehicle Information

This Affidavit states that the calibration and seal was placed on this:

Year: _____ Make: _____ Model: _____

Color: _____ VIN #: _____

Driver's Information

Name: _____ Telephone Number: _____

Driver's License #: _____ Driver's License Expiration: _____

Social Security #: _____ Date of Birth: _____

Home Address: _____

Business Name: _____

Business Address: _____

This signature represents that _____ of _____
(Name/Title) (Meter Calibration Company)

Company performed a meter (taxi) calibration and seal.

Signature: _____ Printed Name: _____
(Manager of Personnel)

Date: _____

Vehicle for Hire Inspection Form
****Must be completed by ASE certified garage****
****RECEIPT MUST ACCOMPANY INSPECTION FORM****

Vehicle Information

Business Name: _____ Cab #: _____
 Vehicle Year: _____ Vehicle Make: _____
 Vehicle Model: _____ Vehicle Color: _____
 VIN #: _____

Inspection Company Information

Dealership/Garage Conducting Inspection: _____
 Location: _____ Telephone Number: _____
 Contact Person: _____

Mechanical Inspection

	PASS	FAIL
Brakes:		
Tires-Minimum 2/3 Thread:		
Lights:		
Horn:		
Seatbelt:		
Front End Suspension:		
Windshield-No Cracks:		
Windshield Wipers/Defroster:		
Exhaust/Gas Cap:		
Mirrors:		
Taximeter:		
Heater & AC:		
Door Knobs/Handles:		
Other Items to Address:		

Signature: _____
 (Authorized Agent/Licensed Mechanic)

Date: _____



Vehicle for Hire Checklist

Business Information

Business Name: _____

Business Address: _____

Business Mailing Address: _____

Business Telephone: _____

Driver Information

Driver Name: _____ Home Telephone: _____

Home Address: _____

Driver's License #: _____ Driver's License Expiration: _____

Vehicle Information

Ownership: _____ Company: _____

Vehicle Year: _____ Vehicle Make: _____

Vehicle Model: _____ Vehicle Color: _____

VIN #: _____

FINANCE DEPARTMENT CHECKLIST	
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Vehicle Registration:	
Driver's License Number:	
Insurance Company:	
Meter Calibration:	
Safety Inspection:	
Copy of Current Lease or Proof of Ownership of Office Space:	
Valid six (6) month Auto Insurance Policy:	
File for each vehicle containing proof of current instruments:	
Maintain name & home address of EACH Driver:	

POLICE DEPARTMENT CHECKLIST	
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Meter Sealed:	
Signage:	
Dome Light:	
Off-Street Parking Lot capable of accommodating all company vehicles:	

OFFICE USE ONLY	
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Driver:	
Vehicle:	
Decal #:	